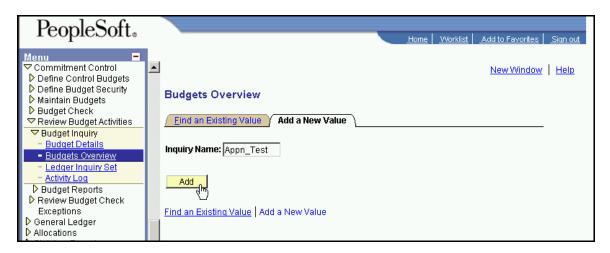
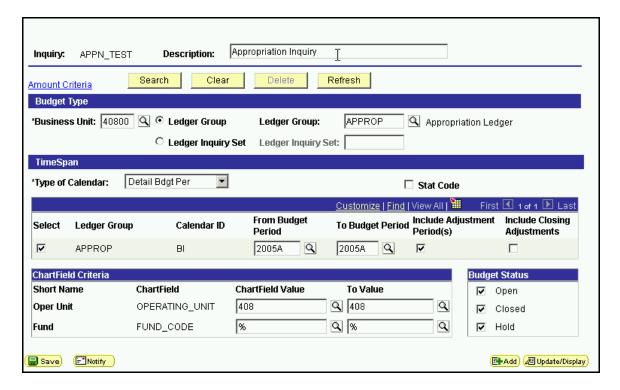
## **Review Appropriations and Appropriation Line Balances Online:**

## Step 1: Setup an Appropriation inquiry screen,

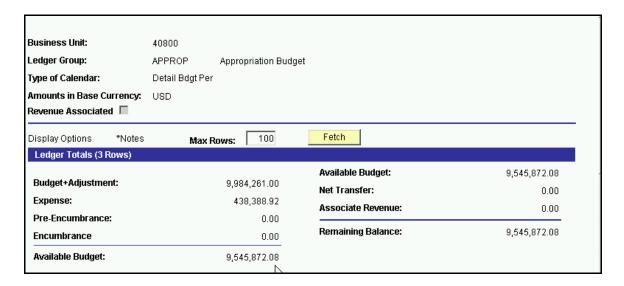
Navigation: Commitment Control > Review Budget Activities > Budget Inquiry > Budget Overview. Then add new inquiry value



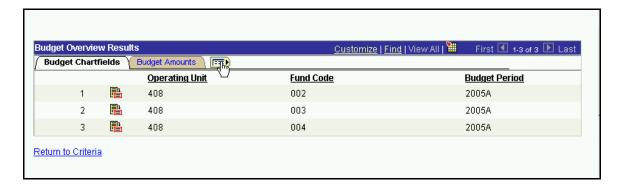
After you select "Add" the following screen will appear. Fill in the following fields: Description, Ledger Group, Operating Unit



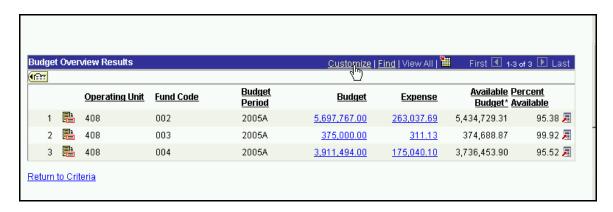
Once these screens have been filled out, select the **search** button and the following screen will appear:



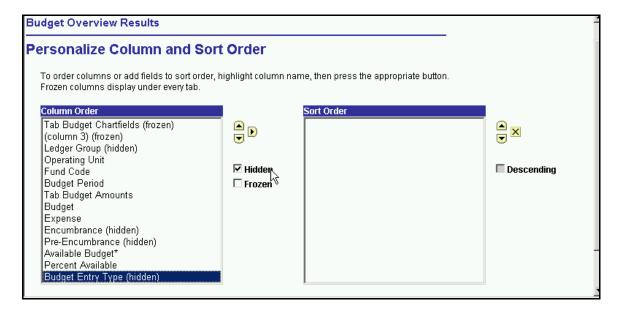
The first half of the screen will show you your total appropriation, total expenditures to date, and your remaining available budget. Remember, this total is by all funds. To see your authority by funding source, go to the bottom of this screen:



Select the "Show All" icon and then "Customize" your screen to show only the following fields:



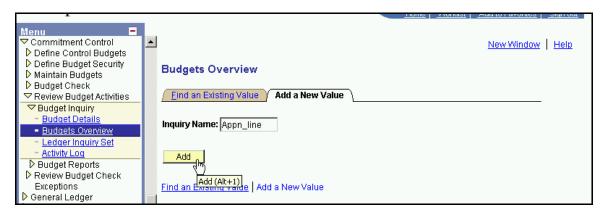
By selecting these fields, you see total Budget, total Expenses, Available Budget remaining, and the Percent of your budget available. To eliminate other fields that you do not want on your screen, just select them and check the "Hidden" box.



Fund Code 002 is your Federal Fund Appropriation Fund Code 003 is your Special Fund Appropriation Fund Code 004 is your General Fund Appropriation

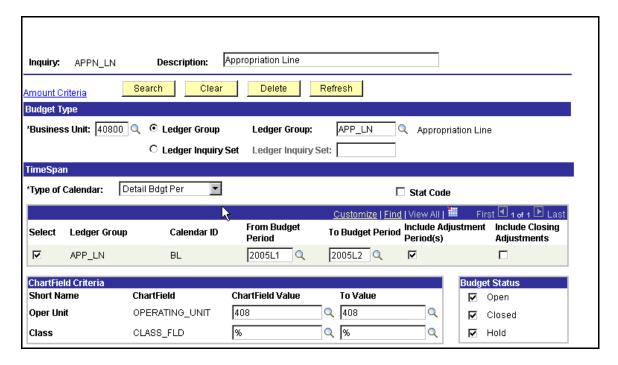
Once you have all your fields selected, you are now ready to save your inquiry request. The next time you want to inquiry on your appropriation budget, just select your template and select the search button and your appropriation budget will appear.

**Step 2: Setup an Appropriation Line inquiry screen:** 

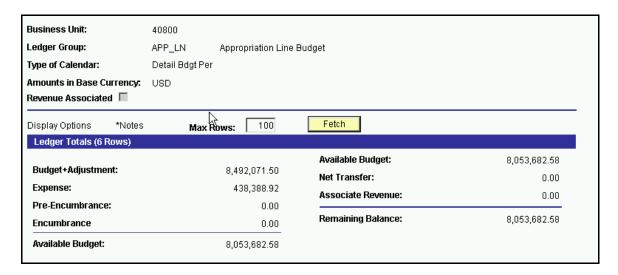


After you select the "Add" button, the screen below will appear.

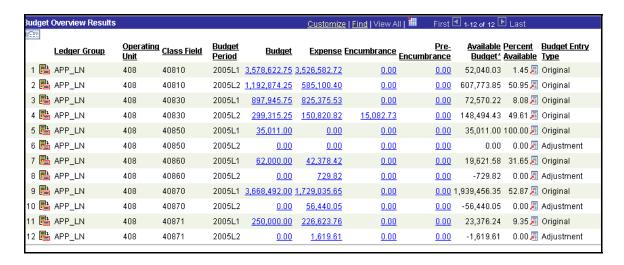
On this screen, fill in the following fields: Description, Ledger Group (should be Appn Line), Operating Unit, and From Budget Period to Budget Period (the periods should be 2005L1 to 2005L2). Leave the Class field as % to show all your line items.



Once these fields have been filled out, select the **search** button, and it will take you to the following screen:



The top half of the screen will show you the total of your lines items. The bottom on the screen is where you can see each line item by (Class Field).



To get your screen to look like above, select the "Show All" icon, and then select the "Customize" link and hide all other fields that you do not want on your inquiry screen.

Once you have customized it the way you want, you will see your total budget for each of your line items or class fields. Budget Period 2005L1 is for the first 18 months of the biennium and 2005L2 will be for the last 6 months of the biennium. The Class field is your operating unit plus each appropriation line item that your agency has.